

1170 TRANSFER OF REFERRAL FROM CENTRAL INTAKE STAFF TO DISTRICT OFFICE ASSESSMENT SUPERVISOR

Chapter: **Child Protective Field Services**

Section: **CPS Family Assessments**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **08-03**

Approved:

Effective Date: **May 2008**

Scheduled Review Date:

Handwritten signature of Maggie Bishop in black ink.

Maggie Bishop, Director

Related Statute(s): [RSA 169-C](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

Purpose

To describe the process and requirements of assessing referrals of child abuse and neglect. The primary goal of the assessment process is to ensure the safety of the child(ren).

Policy

- I. Each local district office via Bridges receives referrals from Central Intake. The Assessment Supervisor is responsible for reviewing each referral and assigning it as an assessment.
- II. The response priority screen will guide how quickly the referral must be initiated, as it will be categorized by Intake as a Level I, Level II or Level III assessment. The Assessment Supervisor may change the response priority level if there are circumstances not captured within Bridges screens that may affect the response or if other critical information is known which would necessitate a supervisory override. Any changes made to an assessment response level must be documented on the Response Priority Screen of Bridges.
- III. The Assessment Supervisor's experience and judgment must prevail in determining safety and/or the response priority for each assessment. When several referrals are received in a short period of time, the Assessment Supervisor must prioritize or triage the referrals and determine which ones and in which order require immediate face-to-face intervention in order to protect children.